

Scholarship Application

BENEFICIARY

ESP AGREEMENT NUMBER:

EMAIL ADDRESS

IMPORTANT INFORMATION: The Beneficiary's signature is required to process the application. Please mail, fax or email this completed form to us **by August 15, 2013**, to ensure prompt processing and payment. In mid August 2013, we will begin to make payments to Beneficiaries who have completed and submitted the required documentation. **Proof of Registration may be forwarded at a later date and is required to receive the full benefits of your Education Savings Plan (ESP).**

EDUCATION FUNDING QUESTIONNAIRE

CHECK ONE

1. Is the Beneficiary of this ESP attending a post-secondary program in the 2013-2014 academic year? Yes No
2. **If you answered NO to question 1** or if the Beneficiary does not qualify for a Scholarship in this academic year, you may postpone the payment to September 2014; you may not qualify if you were granted such a postponement in previous years. Please contact your local agency, if applicable, or Customer Service at 1.416.502.2500 to ensure you qualify.
Do you want us to postpone the payment to September 2014? Yes No
3. **A Proof of Registration form is required by January 31, 2014, in order to release your Scholarship payment.** When will you provide the Proof of Registration? September 2013
 January 2014
4. Has the Beneficiary transferred/changed programs or institutions? Yes No
An official transcript or letter is required from the Registrar that confirms successful completion of the previous academic level(s). Documentation may be faxed; however, it must be faxed directly from the Registrar's office along with a cover page.

AUTHORIZATION AND ACKNOWLEDGEMENT

Beneficiary's Signature

Date

CHECKLIST

CHECK IF DONE

1. Check if you answered all questions above.
2. Date and sign the Authorization and Acknowledgement section
3. The completed application form and Proof of Registration have been mailed directly to the address above or have been faxed/emailed directly by the Registrar's office along with a cover page by January 31, 2014.*

***The completed application and Proof of Registration must be submitted before August 15, 2013, to receive an advanced payment. Payment will not be issued until the valid Proof of Registration is received.**

What is required from us to receive a Scholarship?

The completed Scholarship application which bears the Beneficiary's signature and Proof of Registration confirming the Beneficiary's full-time status in the requisite academic level are required to process your application.

What is a Recognized Institution?

Recognized Institutions include any educational institution that is a university, college, or other educational institution that provides courses at the post-secondary level.

What kind of programs qualify under the Scholarship Option?

Under the Scholarship Option, the Beneficiary must attend a qualifying program at a Recognized Institution, which is either: (i) a program of study of at least two years in duration or (ii) more than one program, each of at least one year in duration. Each year of study requires full-time attendance for at least six months of the year and includes full-time distance education or correspondence courses.

When will the Beneficiary qualify for a Scholarship?

The Beneficiary may receive a Scholarship when he/she has advanced to the next year level and has successfully completed the previous academic year(s). Each post-secondary institution has a credit scheme or year equivalents for the programs available where students are categorized by year level according to the number of credits they have earned. Credits not completed may prevent advancement to the next academic year level. In such case, the Beneficiary will be disqualified from receiving a Scholarship.

A Beneficiary who ceases to be enrolled in a qualifying program will still be eligible to receive the EAP for up to six months after ceasing to be the eligible Beneficiary.

Can my Scholarship payment be postponed?

Yes, but only your first Scholarship may be postponed for a maximum of two years, one calendar year at a time – i.e. 2013 to 2014 and 2014 to 2015.

What is a Deferment?

It is an extension of one year maximum, given to Beneficiaries who are eligible to apply for the 2nd or 3rd Scholarship at the set year but wish to delay receiving the pay-out. The Contract remains in the scholarship pool; however, the pay-out is not released until Proof of Registration has been submitted to our office by the deadline. Only one deferment is permissible.

The Beneficiary is taking an apprenticeship program. Does he/she qualify for a Scholarship payment?

Since the Beneficiary is studying in class for less than 6 months in each academic year, he/she will likely not qualify for a Scholarship payment. In addition, a qualifying educational program does not include a program for which the student receives income in connection with or as part of the duties of an office or employment. However, this exclusion does not apply when a student accepts part-time or temporary employment to finance his/her education. The Self-Determined Option is most suitable for apprenticeship programs. Please contact your local agency, if applicable, or Customer Service at 1.416.502.2500 for more information.

If the Beneficiary fails a year of Post-Secondary Education, will he/she still receive a Scholarship?

Yes, but not until he/she enrolls into the next academic level. In this case, the Scholarship may be postponed or deferred (certain conditions apply).

Are "back to back" programs (i.e. two 2-year college programs or four 1-year college programs) eligible under the Scholarship Option?

Yes, as long as the Beneficiary completes each program successfully.

The school term does not start until January or the Beneficiary is in a co-op program. Is there anything I need to know?

On the Scholarship application, you may select the option to extend the deadline which will grant you an extension to submit your Proof of Registration form by **January 31, 2014**. If the Beneficiary is enrolled in a co-op program, we require proof that he/she is registered full-time in classes and in the next academic level, prior to issuing a Scholarship.

Can I fax the Proof of Registration form?

No, only the Registrar may fax the Proof of Registration form; however, you may submit the original for processing. All Proof of Registration forms must be fully completed and must bear the signature and seal/stamp of the Registrar's Office for the educational institution the Beneficiary will be attending.